

The health, safety and well-being of all staff and pupils is of utmost importance to us.

This template does not follow the traditional format for a risk assessment. It only covers the control measures needed to manage the risks presented by COVID-19 as low as is possible, in line with community risk levels, therefore the need for scoring or prioritising control implementation is negated. The measures relate to all the persons who may be affected at your setting staff, pupils and visitors. Settings are required to review the identified control measures and describe how they are implementing these in the notes box. Where a control measure does not apply to your setting you can delete the line or enter NA. You may need to add additional control measures specific to your setting, additional space is provided at the end of the form for this purpose.

The control measures that are now needed are very different to those that were previously required when the consequences associated with COVID-19 were significant. More information on the measures identified here is available in the Compliance Code for all educational settings.

Please note: all COVID-19 guidance is available through HR InfoSpace and Norfolk Schools

For ease of reference, changes that are made to this document are detailed below:


Date of change	Section, Page and Change
15/07/2021	New
31/08/2021	Updated sections Educational visits for international travel Visitors – key contractors

Setting/Premises:	Harleston CE Primary Academy		
Location:	School Lane, Harleston, Norfolk IP209HG		
Assessment Date:	06.09.2021	Last Review Date:	06.09.2021 29.11.2021
Assessment completed by:	Mark Carlyle and Jane Price Review completed by Rob Connelly (EHT) and Emma Johnson (EBM)		

Please describe how you have met with the required control measures in the “Notes and Further Information” column

Key infection control measures

Cleaning and disinfection

	<p>The setting has developed specific cleaning schedules for items that need cleaning and disinfection. The schedule details all items, frequencies and who is responsible for this following the information detailed in the compliance code. This includes:</p> <ul style="list-style-type: none"> ● Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day ● Equipment and resources are disinfected on a twice daily basis as a minimum. <ul style="list-style-type: none"> - Soft furnishings are disinfected with a proprietary fabric disinfectant spray daily. - Frequency of cleaning and disinfection of equipment is increased based on risk e.g. the number of different users who are handling equipment and resources, the ability of users to undertake effective hand hygiene ● Consideration has been given to times of high use and frequency of disinfection increased accordingly where possible. 		<p>Cleaning team to clean in line with Covid-19 enhanced cleaning guidelines which they have been following since March 2020. This includes daily cleaning of touch points.</p> <p>Fogging machine used by site team.</p> <p>Assistant caretaker joins the team today to support additional day time cleaning of touchpoints.</p>	<p>06.09.2021</p> <p>22.11.21</p>
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	<ul style="list-style-type: none"> Shared touch points in staff areas such as those on microwaves, kettles, fridges and photocopiers are wiped down before and after use 	✓		
	<ul style="list-style-type: none"> If a surface is visibly dirty it is always cleaned prior to disinfection. 	✓	Cleaning team to clean in line with Covid-19 enhanced cleaning guidelines	06.09.2021
	<ul style="list-style-type: none"> Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas. 	✓	Cleaning team to clean in line with Covid-19 enhanced cleaning guidelines	06.09.2021
	<p>All Staff who undertake cleaning:</p> <ul style="list-style-type: none"> Know the schedule information. Have received relevant training/instruction Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved. Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment. 	✓	Cleaning team to clean in line with Covid-19 enhanced cleaning guidelines	06.09.2021

Hand hygiene and respiratory hygiene arrangements

Hand hygiene	<ul style="list-style-type: none"> Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and themselves) in an age appropriate way e.g. observing young pupils, instructing in the class (How to hand rub and NHS guidance for handwashing). Event related prompts are given to pupils by staff.....<i>after..... before.... when</i> as a more effective means of promoting hand hygiene than fixed time prompts. Supervision arrangements are in place to support pupils with handwashing where it is needed. 	✓	<p>Hand sanitising dispensers are located in various strategic locations around the school, including corridors and hall spaces</p> <p>Sprays, hand gel and / or sanitiser provided in each room.</p>	06.09.2021
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	<ul style="list-style-type: none"> • Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions. • Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out. • Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed. • Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing. • Entrances are supervised on arrival in the morning to support hand sanitising. • Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home 		<p>Clear signage is in place around the site, reminding students of the importance of hand, face, space.</p> <p>All correspondence relating to Covid-19 with families highlights the importance of enhanced measures (cleaning, hand washing and ventilation) - see Covid-19 web page (click here)</p> <p>Further letter shared with HPA community on 28.09.2021 regarding enhanced measures to reduce risk of community transmission</p> <p>Reminder to all staff 22.11.21 that teachers must be supervising children washing hands when they enter the classroom from the beginning of the day/break/lunch.</p>	<p>05.10.2021</p> <p>22.11.21</p>
	Hand washing is carried out using running water (static bowls are not used)	✓	In place	06.09.2021
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	✓	Paper towels predominantly in use around the school building	06.09.2021
	Consideration has been given to replacing traditional taps with easy operating lever taps	✓	Push taps - as part of the cleaning rota, these will be sanitised regularly in accordance with Trust guidance	06.09.2021
	<ul style="list-style-type: none"> • Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc. 	✓	Sanitisers can also be found at strategic points around the school building eg hallways and corridors. This is reviewed and adjustments made as and where applicable.	06.09.2021



	<ul style="list-style-type: none"> The location of sanitiser points is reviewed where there are changes to use of different areas of the premises. Hand sanitiser points are checked regularly and stock replenished where necessary. 			
	Consideration has been given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.		This occurs within the school building	06.09.2021
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	✓	Supplier advises that drip trays are not required with the foam dispensers we are using.	06.09.2021
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	✓	Controlled sanitiser pumps which limit the amount of product disposed	06.09.2021
Respiratory Hygiene	<ul style="list-style-type: none"> Tissues and waste bins are provided in classrooms and other areas to ensure good respiratory hygiene. Bins are emptied regularly throughout the day 	✓	There are bins and tissues in every room with additional supplies if required. Bins are emptied as part of the enhanced cleaning rota.	06.09.2021
	All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements.	✓	There are Catch it, Kill it, Bin it posters around the site.	06.09.2021
	Face coverings in school		<p>Staff reminded that we are strongly recommending the wearing of face coverings by all members of staff in communal areas (unless exempt) where social distancing is not possible.</p> <p>Following updated advice from the DfE 28.11.21 face coverings are required by staff and visitors in communal areas and when moving around school. Parents are required</p>	<p>22.11.2021</p> <p>29.11.21</p>



			to wear face coverings when on the school grounds or congregating at the gate.	
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Ventilation (and use of outside space)

Use of outside space	Outside space will be used where it is possible, for example, whole school assemblies, lunchtimes and for meetings with staff and pupils.	✓	Outside space is used where possible eg some packed lunches eat outside when weather allows Collective worship is virtual and the planned Harvest Festival at St John's has been cancelled with revised plans in place	06.09.2021 11.10.2021
Increasing ventilation	All areas of the premises have been reviewed including meeting rooms and office spaces. <ul style="list-style-type: none"> • Mechanical ventilation has been checked to ensure it provides fresh air to rooms • Where installed, the setup of air conditioning systems has been reviewed and adjusted to maximise the intake of fresh air. • Where fresh air provision is not adequate windows are also opened in these areas. • Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and recommendations have been implemented. 	✓	Adjustments have been made where possible to increase air flow. Strategic doors and windows are left open during high occupancy times Monitoring of windows and ventilation is class teachers' responsibility	06.09.2021
	<ul style="list-style-type: none"> • Doors and windows are kept open where possible and safe (in premises with no or limited fresh air mechanical ventilation systems) • Where fire doors need to be kept open to support ventilation, alarm activated door openers have been installed to ensure fire safety is maintained. 	✓	All windows remain open and increased ventilation at break and lunch times Fire doors remain closed (shared with all staff on 02.09.2021 as part of whole school H&S training)	06.09.2021



	<ul style="list-style-type: none"> • Non fire doors are secured in the open position • Window restrictors are fitted where needed for premises user safety and to prevent unauthorised access. 		Some windows are fitted with restrictors where the windows are newer	
	<p>During cooler weather:</p> <ul style="list-style-type: none"> • Windows are fully opened before rooms are occupied and during breaks. • Windows are kept partially open when rooms are in use, windows are selected that are not directly next to work areas/pupils desks or high level windows are open fully and low level opened partially • Information has been provided to parents, carers and pupils to dress appropriately for cooler temperatures. 	✓	<p>Communicated with all staff as part of ongoing COVID RA arrangements</p> <p>Weekly updates to parents / carers to include reference to appropriate dress as and where applicable as per last academic year</p>	06.09.2021
	<ul style="list-style-type: none"> • Members of the team are nominated to ensure that windows are opened in accordance with the above • Signage is provided to remind occupants not to fully close windows • Regular checks are made to ensure that arrangements are being followed 	✓	Class Teacher responsibility, checked regularly	06.09.2021
Reassurance measures	<ul style="list-style-type: none"> • Consideration has been given to installing non-dispersive infrared (NDIR) CO₂ sensors in suitable spaces in order to assess whether ventilation levels are adequate in line with the compliance code 	✓	<p>Consideration given and await DfE allocation</p> <p>DfE allocation of CO2 monitors received and distributed. Results being monitored and adjustments then made to ventilation by Site Manager.</p>	<p>06.09.2021</p> <p>22.11.2021</p>
Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	✓	Fans not currently used.	06.09.2021
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	✓	No immediate requirements for this. To be confirmed with HoS where need arises	06.09.2021

			<p>There is no current research to suggest that fans aid transmission of COVID-19, as long as they are only used in well ventilated areas</p> <p>Warm air fan heaters have been purchased for year 3 classrooms where the heating has failed and an engineer is not immediately available to attend. The classroom radiators are convection so the use of fan heaters presents no additional risks and the room remains well ventilated.</p>	29.11.21
Rooms with no direct source of fresh air	<p>Where rooms cannot be adequately ventilated (naturally or mechanically), they have been taken out of use (subject to the below improvements that can be made in some instances)</p> <ul style="list-style-type: none"> • The room use has been modified to limit access to one person at a time, provide space between occupation and reduce occupancy time to 30 minutes or less • Equipment, machinery that prevent air circulating have been relocated where possible • Tasks that take place in these areas have been reviewed, those that increase generation of aerosols have been modified for these areas (such as physical exertion). • Fans are not used in poorly ventilated areas • Advise has been sought from HSW for using these areas 	✓	<p>All rooms have access to fresh air except Server Room which is only occupied for short periods by the ERGO technician.</p> <p>Where rooms lack fresh air from windows then doors are left open to assist air flow.</p>	06.09.2021

PPE

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	✓	PPE used to treat students who are ill or display any symptoms of Covid-19	06.09.2021
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Educational visits and use of third-party premises

International visits	<ul style="list-style-type: none"> • Bookings consider changes to the travel status that may occur during a visit, taking account of travel legislation, insurance cover and contingency planning • A separate risk assessment is completed for the trip , considering public health advice that is in place both in the UK and the country being visited including hygiene and ventilation and all areas identified below. • All elements of the trip are considered including transport, trips and accommodation. 	✓	There are currently no international visits planned	06.09.2021
All visits	<ul style="list-style-type: none"> • Staff involved in the risk assessment are familiar with the COVID-19 Educational Settings Compliance code and any specific industry guidance that relates to the activity. • The provider has confirmed that they are managing the risk of COVID-19 via completion of the COVID-19 Third Party Premises/Activities Declaration Form for Ed Settings or Good to Go accreditation • Where appropriate, the third-party provider is involved in planning arrangements. • Arrangements are in place to encourage Asymptomatic Testing for school staff and secondary school pupils before and after the visit • Arrangements are in place to obtain assurance from the venue regarding how staff participate in regular testing. • A thorough risk assessment is completed using the COVID-19 General Risk Assessment Form in addition to the normal process using Evolve and includes: <ul style="list-style-type: none"> ○ Arrangements for cleaning, ventilation, maintenance of personal hygiene and where possible keeping respectful distance from others including other groups and individuals using the facilities 	✓	<p>We have no overnight visits planned at present.</p> <p>As and when needed Visit coordinator aware of guidance and will liaise with teachers who are planning educational visits in the future</p> <p>Shared with EVC. All trips signed off by HoS and EHT – this will therefore enable monitoring.</p>	06.09.2021

	<ul style="list-style-type: none"> ○ There is an appropriate level of insurance cover for the visit ○ The venue has provided the school with visitor information and briefings, including details of their COVID-19 arrangements 			
Specific considerations	<ul style="list-style-type: none"> ● Additional factors needed for children (and staff) with SEND and medical conditions have been considered. ● There are contingency plans in place, for example, to respond to symptoms developing in the group. 	✓	To be discussed with SEND Manager and Trip leader / EVC as part of the planning process	06.09.2021

Transport and travel

Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	✓	This has been communicated to families as part of our ongoing Covid communication	06.09.2021
	Pupils, parents and staff have been advised to wash or sanitise their hands before and after using transport services and following guidance for the removal of face coverings where worn.	✓	This has been communicated to families as part of our ongoing Covid comms. Face coverings are advised as per 19th July Government comms. Families and students reminded of the requirement to wear face coverings on school transport in a letter dated 28.11.21	06.09.2021 29.11.21
	Windows are opened during journeys where it is safe to do so	✓	Can be done in our Federation minibus if it is used. County transport will be responsible for liaising with their transport operators and meeting guidelines.	06.09.2021

	Cleaning arrangements follow the COVID-19 Compliance Code for all Educational Settings.	✓	Sanitiser gel and wipes will be available on the Harleston Federation minibus. Students will sanitise before the end of the school day when getting on transport.	06.09.2021
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	✓	Such pupils will be collected by parents/carers.	06.09.2021
	<ul style="list-style-type: none"> Pupils are advised to follow transport provider requirements to wear face coverings 	✓	Communicated to all families and staff	06.09.2021

Visitors

	The time of visits occur so that visitors are separated from staff and pupils where possible.	✓	In place	06.09.2021
	Visits are managed to encourage space creation e.g. through meeting in outside spaces or large well ventilated rooms with furniture spread out	✓	In place where possible	06.09.2021
	Visitors are advised of the following in advance: <ul style="list-style-type: none"> That you encourage participation in asymptomatic testing Specific arrangements for the meeting, for example, applying respectful distancing where it is possible. To leave the setting immediately if they develop symptoms Hand shaking should be avoided 	✓	There are currently no regular visitors who are not Trust staff. To be communicated by the office team when visitors arrive on site Limiting HPA staff travel across the Federation and St Benet's schools.	06.09.2021 22.11.21
	On arrival visitors will be: <ul style="list-style-type: none"> Provided with relevant site information Asked to perform hand hygiene 	✓	Signage and dispensers in place They will be asked to confirm this by our office team.	06.09.2021



	<ul style="list-style-type: none"> Asked to confirm that they do not have symptoms no matter how mild or are currently required to isolate. 		<p>Reviewed as part of audit by Trust and EHT 29.09.2021</p> <p>Reviewed and shared with office team 11.10.2021</p>	<p>05.10.2021</p> <p>11.10.2021</p>
	Visitors will use their own pen or will be provided with a pen that they take with them.	✓	Visitors will be signed in by our receptionist.	06.09.2021
	A QR code is in place for events involving large numbers of visitors.	✓	School site not currently used in this capacity	06.09.2021
	Consideration is given to the layout and use of the reception area and meeting rooms, for example, chairs are moved further apart and sitting side by side where possible.	✓	Placing of furniture is given consideration for visitors	06.09.2021
Key contractors	<ul style="list-style-type: none"> Key contractors are aware of the control measures in place prior to visiting the site. Key contractors confirm that they have completed a risk assessment prior to their visit. 	✓	All to be agreed with SBM / SSM and, as is usual, will be done out of hours where possible and non-urgent.	06.09.2021

Catering

	Where catering services are contracted, the setting has ensured that the service is following the relevant government guidance .	✓	<p>Catering staff included in communication regarding reducing risk</p> <p>Edwards and Blake to ensure that measures in place remain COVID-19 secure</p> <p>Catering staff provided with a copy of whole school letter re Covid adjustments 28.11.21.</p>	<p>06.09.2021</p> <p>29.11.21</p>
	Directly provided catering services follow the principles of the Educational Settings Compliance Code and relevant government guidance	✓	see above	06.09.2021

Vending machines	<ul style="list-style-type: none"> • Vending machine disinfection is incorporated into the touch point cleaning arrangements. • Consideration has been given to the number of touch points and that some parts may be hard to clean, e.g. collection slot, therefore performing hand hygiene before and after use is reinforced. • Hand sanitiser and disinfectant wipes are provided next to them with instruction to use before and after. 	NA	We have no vending machines.	06.09.2021
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Health, well-being and attendance

Asymptomatic testing

Summer attendance	<ul style="list-style-type: none"> • Staff and secondary pupils are encouraged to continue to regularly test at home if they attend the setting over the summer period. • Tests are provided to attending staff and pupils 	✓	Not applicable	
Autumn return	<ul style="list-style-type: none"> • Secondary pupils are offered 2 onsite lateral flow tests 3 to 5 days apart on their return (this can commence 3 working days before the start of term and staggered return applied across the first week). • Staff and secondary pupils are encouraged to continue to test twice weekly until notified. • A small asymptomatic testing site is retained on site at secondary settings so that pupils who are unable to test at home can use this facility. • Lateral Flow Device testing arrangements are followed as detailed in guidance on the COVID-19 website for Norfolk Schools • The risk assessment templates for LFD testing have been completed as appropriate 	✓	<p>Not applicable</p> <p>Staff encouraged to use the LFD testing process twice-weekly.</p> <p>Adjusted to Wednesday and Saturday (to accommodate need for PCR should there be a positive LFD at the weekend so as to minimise operational disruption) - communicated with all staff via email</p> <p>Staff required to test over half-term and advised via email from EBM on 18.10.2021</p>	<p>06.09.2021</p> <p>05.10.2021</p> <p>18.10.2021</p>

			Updated guidance around isolation of close contacts has been issued by the government in light of the new Omicron variant.	29.11.21
Vaccination	Where eligible, staff and students are encouraged to participate in the vaccination programme.	✓	Staff were supported in this through a relationship with Harleston Vaccination Centre. Vaccines have been made available to staff. The Harleston vaccination centre is now a 'Drop In' centre for all. Staff have been advised of this and encouraged to get boosters where eligible.	06.09.2021 29.11.21

First aid

First aid – all settings	COVID-19 First Aid guidance is followed.	✓	In place	06.09.2021
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Individual risk - pupils

Clinically extremely vulnerable	<ul style="list-style-type: none"> Pupils will attend unless they are advised not to by GP or Clinician. Specific recommendations will be assessed where required. 	✓	Continue to follow government guidelines	06.09.2021
Increase risk including ethnicity and pregnancy	<ul style="list-style-type: none"> Individual risk assessments will be carried out for staff and pupils who are at an increased risk 	✓	Continue to follow government guidelines Consultation with PHE and NOMC re: those students with care plans.	06.09.2021 05.10.2021

			Adaptations made to individual RAs where applicable by SENDCO. Internal COVID tracker in place to record and monitor attendance and specific characteristics (e.g. year group / class)	11.10.2021
Aerosol generating procedures	<ul style="list-style-type: none"> A specific assessment is in place supported by the young persons health professional and following Ed Settings Guidance on APG's Educational Settings Guidance on AGP's 	NA	Currently not applicable within our setting as this does not apply to any of our school community. Reviewed in line with changes to the LA compliance code	06.09.2021

Individual support planning

Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	✓	Staff avoid contact with pupils where possible and sanitise should there be contact, on a regular basis	06.09.2021
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	✓	Risk assessments will be in place for students who display similar needs and will require additional support, with support from the SENDCO. Individual risk assessments and social stories used for our most vulnerable where appropriate. Updated w/c 27.09.2021	06.09.2021 27.09.2021
	Support plans include: <ul style="list-style-type: none"> Specific cleaning and disinfection requirements such as changing beds and wheelchairs. Ensuring that staff increase their level of self protection, Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after 	✓	As appropriate	06.09.2021

	<ul style="list-style-type: none"> Checking that the person does not have symptoms as detailed in the compliance code. 			
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	✓	September 2021 content is out of date and not aligned to current DfE guidance.	06.09.2021

Wellbeing and attendance

Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that pupils are appropriately supported in relation to mental health and well-being difficulties, promoting and supporting mental health and well-being in schools is used.	✓	PSHE curriculum has elements of wellbeing.	06.09.2021
	Existing arrangements are followed for supporting students who are distressed and where safeguarding issues come to light.	✓	In place	06.09.2021
	Available resources are used to identify and support students and staff who exhibit signs of distress.	✓	In place	06.09.2021
	Behaviour relating to COVID controls will be managed as it normally would in order to encourage universal hygiene and safety arrangements.	✓	In place	06.09.2021
Where attendance is impacted	The setting will discuss and provide reassurance of the measures in place with pupils and parents/carers.	✓	In place	06.09.2021

Staff health and well-being

Individual assessment	<ul style="list-style-type: none"> All staff requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with COVID-19 Your health and your safety when working in educational settings and the template provided is used to record conversations and agreed control measures. 	✓	<p>New staff joining are offered an individual risk assessment at their induction.</p> <p>HoS emailed all staff w/c 13.09.2021</p>	<p>06.09.2021</p> <p>20.09.2021</p>
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			EHT emailed all staff as advised by NOMC (05.10.2021) of factors that could lead to increased risk Staff contacted to review their individual RA's where applicable	11.10.2021 29.11.21
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	✓	Shared with all staff as part of September INSET and staff handbook Cakes bought for all staff at end of half term 1 by EHT/EBM Staff informed of walk-in booster jabs at Harleston Medical Practice w/c 29th November	06.09.2021 1/11/2021 29.11.21

Self-Isolation Arrangements – Staff and Pupils

Symptoms	<ul style="list-style-type: none"> • Staff know to go home as soon as possible if they develop symptoms of COVID-19 • Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild and staff will ensure that they go home as soon as possible • Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day • Anyone who has developed symptoms and cannot go home immediately will wait in the designated room • Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks 	✓	Shared with staff before school. Staff with symptoms to advise Mark, Jane, Laura or Dan, who will organise cover, the staff member will then go home. Staff remain vigilant and will monitor pupils displaying symptoms. Teacher will in turn report this to the school office who will ask for the child to be collected by parents/carers. Included in posters and communication.	06.09.2021
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Self-isolation criteria	<p>Staff and pupils know that isolation arrangements must be followed:</p> <ul style="list-style-type: none"> • Where notified by NHS Test and Trace • In line with travel - Entering the UK • If the person has COVID-19 symptoms • On receiving a positive LFD or PCR test 	✓	<p>Shared in written communication to all members of the community on 02.09.2021</p> <p>Updated guidance around isolation of close contacts has been issued by the government in light of the new Omicron variant.</p>	<p>06.09.2021</p> <p>29.11.21</p>
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Collaboration

General Arrangements

General Arrangements	<ul style="list-style-type: none"> • Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. • Communication routes are publicised and have been formally planned. 	✓	<p>Clear and effective communication systems have been in place throughout the pandemic and will continue.</p> <p>Use of parentmail, website and Twitter</p>	06.09.2021
	<ul style="list-style-type: none"> • The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers. • Where required the setting has added additional information that has been identified in this risk assessment. 	✓	<p>Personalised school letters have been shared with all parents</p> <p>Letter to families with change of pick up time for KS2, now 3:15pm (the pre Covid end of school day) to maximise learning time. EYFS/KS1 pick up remains from 3pm to enable a staggered pick up. The one way system remains in place.</p> <p>The one way system has been adjusted to avoid parents/carers and</p>	<p>06.09.2021</p> <p>15.11.2021</p> <p>29.11.21</p>

			children crossing the field which has become muddy.	
	Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the guidance for parents and carers has been shared to support their decision making	✓	Not applicable currently.	
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, easy read and additional language versions are provided as necessary.	✓	Pictures will be used alongside words where possible.	06.09.2021
All staff instruction and involvement	<ul style="list-style-type: none"> Staff have been instructed on the nature of COVID-19 and the reasons that control measures have changed (as outlined in the compliance code) Local arrangements identified in this risk assessment have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff. All staff have confirmed that they are confident in applying the control measures identified in this assessment. Staff have been involved in the practical implementation of this risk assessment (remotely where they are currently not in the setting). Staff have been given the opportunity to discuss and resolve any concerns that they have. 	✓	<p>Shared in September INSET and via staff bulletin and letters</p> <p>Update emailed to all staff, aligned to EHT letter on 28.09.2021</p> <p>EHT attended virtual briefing with Asst Director of Children's Services for Norfolk and Director of Public Health for Norfolk for an update in relation to schools.</p> <p>Staff informed of changes following DfE advice 28.11.21, staff were sent a copy of the letter sent to families and students 28.11.21</p>	<p>06.09.2021</p> <p>05.10.2021</p> <p>02.11.2021</p> <p>29.11.21</p>



	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.	✓	In place from previous year.	06.09.2021
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	✓	As part of general communication.	06.09.2021

Respectful space

	<p>Consideration has been given to where respectful space can be maintained between people including:</p> <ul style="list-style-type: none"> • Continued cohorting of staff • Utilisation of online meetings and training • Keeping numbers minimised for in person meetings and training • Reduction of pinch points and areas of congestion • Furniture in areas such as reception, meeting rooms, staff rooms and offices has been rearranged to prevent face to face working and support respectful space where possible 	✓	<p>Where external training is being offered, virtual meetings are to be encouraged.</p> <p>Management of furniture to ensure safe working space is reviewed regularly</p> <p>Collective worship delivered remotely w/c 04.10.2021 as a precautionary measure to mitigate risk. Collective worship remains virtual.</p> <p>Harvest Festival at St John's cancelled</p> <p>Trust INSET day replaced with HPA specific day on 22nd October to reduce mixing across schools</p> <p>Staff meetings to be virtual where applicable and where social distancing is not possible</p>	<p>06.09.2021</p> <p>05.10.2021</p> <p>01/11/2021</p> <p>11.10.2021</p> <p>01/11/2021</p>
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Hiring School Premises (and providing premises for club use)


	<ul style="list-style-type: none"> • Cleaning and disinfection requirements are established for all areas used (premises and equipment) 	✓	There is currently no hire of school facilities.	
	<ul style="list-style-type: none"> • Information about ventilation requirements is provided to the user 	✓	Not currently applicable.	
	<ul style="list-style-type: none"> • The school and user have agreed and confirmed their responsibilities prior to use, • The hirer has confirmed that they are following COVID-19 control measures for their activities • The use of QR codes is encouraged where members of the public take part in the activity. 	✓	Not currently applicable	

Review

	<p>Arrangements are in place to monitor the control measures to ensure that they are:</p> <ul style="list-style-type: none"> • Effective • Working as planned • Updated appropriately (reflecting updates to the compliance code) 	✓	To be reviewed by EHT and ESBM weekly	06.09.2021
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Any other actions that are not listed above



Assessor's Name: Mark Carlyle	Manager's Name: Richard Cranmer
Position: Head of School	Position: CEO
Signature: 	Signature: 